How to Add Additional Organizations to Your AQD Online Portal Account

Maricopa County Air Quality Department

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Setting up Access to Multiple Organizations/Companies

If you require access to more than one organization/company, you may be asked to provide sufficient evidence to the Maricopa County Air Quality Department (MCAQD) that you are approved to access that organization/company information. This evidence can be a letter or email from a current organization/company employee. This documentation can be emailed to AQDImpact@maricopa.gov, or mailed to Maricopa County Air Quality Department at 301 W. Jefferson St., Suite 410, Phoenix, AZ 85003. In most cases when you request access and are in an awaiting approval status you will receive an email requesting this evidence.

Log into your SCS account dashboard. Inside the Program Services box on the home page, select Services.

The next screen will show a list of all the organizations/companies to which you currently have access. To add another, select the green box that says Add Program Service.
Next, you will choose the Program/Partner/Role. After you have made your selections, select Continue.

Next, enter the requested organization/company. After you have entered the information, select Continue.
Next, if you have selected the Certifier role, read over the Electronic Signature Agreement then select **Sign Electronically**.

After signing electronically, a pop-up will appear. Select **Accept**.
Now log into your SCS account dashboard. After you have logged into your SCS Account, the Program Services box on the home page under Action will indicate Awaiting Approval for the new Organization/Company.

Once MCAQD verifies that you have permission to access the organization/company information, you will receive an automated email to confirm that your request has been processed. The verification and activation process can take up to five business days.